

Kittery Community Center Board of Directors Meeting
January 15, 6pm

Present: Mike Downs, Jean Lincoln, Kent Stephens, Steve Workman, Janice Grady, Nancy Puff Colbert, Jeff Thomson, Mark Schremmer, D. Allan Kerr, Tess Schneier

Also Present: Judith Spiller

1. Call to Order & Welcome

6:05pm meeting called to order

2. Public Comment & Board Presentations

a. Safford School Committee

Judy Spiller presents moving the Safford School to the KCC. She recounts that other ideas have surfaced over the years, i.e. moving it to Ft. McClary, etc.

Jean asks why it needs to be moved? House doesn't meet code and there is no parking, and that the town doesn't want to spend money to fix up. Jeff adds that this issue has been passed around since the mid 1970's. Mike Downs asks what the end result would be with the property? Jean talks about Olde York and how they perform to educate. Tess brings up abandoned local properties as possible locations. Kerr said he supports the idea of preserving the school but thinks it just might be a better fit somewhere else - like Fort McClary, which had already expressed an interest. Jeff wonders why not leave it in situ? Steve reads a letter from an abutter, Ruth Knight. Tess asks why this issue is before us tonight? Steve recaps our role here. Jeff opines he doesn't believe we should close the door on considering it. Tess is not against it being here, but she is FOR so many other things. Tess makes a motion to decline considering having it here, D. Allan Kerr seconds. Motion passes.

3. Board Governance & Logistics

a. Approval of 12-18-13 minutes, as amended

Kent made motion to approve, Jeff seconded, all aye's.

b. Approval of 2014 regular board meeting dates and times

All want to keep 6pm start time, except Tess, who is being nice and flexible

c. Proposed meeting agenda and format change

Steve reports we have a mission/vision statement. Goal is to make the meetings move more efficiently. Any ways that can help us be more efficient? Moved Public Comment

section to the beginning of the meeting. Sections 3/4 are recurring things that come up each month. Consent agenda's as a tool came up. Steve gave an overview of what they were. Discussion ensued about using this tool. Kent would like meeting minutes way in advance. Agenda packet out a week in advance is Steve's personal goal. Agenda additions will have to be submitted by the same deadlines for the entire packet.

Director announcements/comments section of the new format allows BOD members to voice their thoughts. Steve will send out a consent agenda explanation. Agenda packets will go out Monday morning before our Wednesday meeting. Comm. Chairs will submit reports to Steve for inclusion in the packet.

Kerr shared his opinion that he believes the KCC put their interests ahead of the interest of the community during our last meeting, in reference to the decision not to allow the annex to be torn down to make way for new library. D. Allan Kerr did not like receiving the annex report at sit down. Should have had time to digest this information, which is why he proposes packets be received no later than 48 hours prior to next meeting in future. Kent seconded Don's sentiments.

4. Reports

A. AC Committee Report

Kent shares that they will be having a meeting on 2-26 to call together A&C leaders from the town. Invitees, Just us Chickens, Dance Hall, Public Library, etc. Goal is to talk about how these groups can find cross-marketing potential and help each other. Consortium forming is a goal. Kent's group is merely creating an opportunity for these businesses, not controlling the meeting.

A/C has a license from Motion Picture Group to allow us to show movies here at the KCC. Cannot charge admission. Donations will be accepted.

B. General Manager's Report

Janice reports:

- Fitness special tracking shows \$2458 just from the special. 211 brand new members.
- New brochure at the printers right now. Will drop within the next 2 weeks.
- Janice met with acoustics engineer about this room. He is volunteering his time to put something together to guide us about how to improve room sounds.
- Have had some response to post-it advertisement on the Herald. WOKQ/Shark, Town Square Media representative called to see about hosting conferences, bands, etc.

- Jean asks about hanging the Farmer's Market banner. Application needs to be filled out. KCC will need to maintain a banner calendar.

Chair's Report

Steve reports there was damage in the theatre to the lighting board. Two of the fader channels were broken in the off position. Looked as if it had been scorched. Board worked except for those two faders. Port Lighting said it was blunt force trauma. It has been fixed and is working. Streamlined line of credit now in place. Discussion about what Steve thinks happened to cause the damage. Steve recounts about how he's had quality time in the theatre.

PAR lights are here and being hung.

5. Discussion/Action Agend

A. Facility

- Gym Heating Failure

Janice states that the gym heater failed two weeks ago. Heating unit is on the gym roof. HVAC company kept resetting the unit. Then told us 2 transformers. They didn't work, they said they blew the motor. Also needed to have an upgraded control board. Upgrade board kits needed, there were only 2 in the United States. Warranty has expired. Janice will be meeting with Nancy to get Duncan to put together a case against the HVAC company that did the work.

- Heating failures, burst pipes & damage-front hall, west wing

Had a flood in a SAFE room. The room go the damper was stuck open and caused the unit to fail and it several minor pipes burst...160 degree water in the room, steam, dripping. The water got shut off. Water traveled to several other rooms. She's waiting for word from the insurance company. Floors will have to be replaced all over.

- Consideration of a KCC building contract review

Steve wonders if we have reached a point where we should consider doing a construction audit in light of all the problems. Steve asks if we think it's time to investigate? Nancy recommends getting legal advice first. Is there recourse? Nancy relates that it's very difficult and costly to pursue.

B. KCC CIP Budget Plan for FY 14/15 (beginning July 1)

Janice submitted a CIP budget form to the town. When decided to keep Annex with us she put in a request for new windows and a new boiler (\$180K) for the East Wing as Phase 1.

Phase 2 would include a new roof (insurance company did a walk-through of the east wing and he listed the roof as an issue). \$125K. Janice says they have to be done. Phase 3 is TBD. Jean would like investigation into energy efficiency opportunities.

C. KCC Marketing Consultant

Nancy shares that there will be some money left in the budget for \$5k to fund a consultant. Need to define what we want. Discussed hiring a consultant to mentor Todd. What is the procedure for soliciting resumes for this? Kent knows a bunch of possibles. Town Manager would hire as an independent contractor at an hourly rate. Inventory what Todd is doing to help define what he needs and what his tasks are. Steve would like Todd to be able to do Facebook shrewdly. "Show us what to do so we can do it" is how Janice describes their needs.

Inventory what we're doing, define what we want, understand the hiring process.

D. 2020 Strategic Plan Development

Steve recaps that we tabled discussion on more of the plan at our last meeting. Do we want to continue to discuss the recommendations? Or, get it down and discuss. Jean wants to see an outline to see what we are hoping to accomplish. Steve can consolidate and give us the list of items that came in during the process. Plan would be broken down into four sections:

Future Development

Programs and Services

Facility and program management

Facility operation and maintenance

General concern that we have much to do. Steve will go forward with item one above and get it to us for digestion and preparation before our next meeting. This will help us speed up our meetings and get through all our plan action items.

6. Director's announcements/comments

Tess brings up that her term is coming up and she will be stepping down at the end of the term.

7. Adjournment

Motion to adjourn by Steve 8:15pm